

Date Posted:
05/19/2021

Job No: 21-223

FORT BEND COUNTY
DEPARTMENT: SHERIFF'S OFFICE
JOB TITLE: DETENTION OFFICER CIVILIAN

JOB SUMMARY:

Ensures the safety of inmates while in the care, custody, and control of County Sheriff. Participates in planning of programs, policies or objectives for own work group and department.

DUTIES & RESPONSIBILITIES:

Performs hourly inspections of detention area including, but not limited to, catwalks, separations, and hallway areas to maintain security. Maintains order within detention area; Supervises daily activities of inmates to ensure safety and health. Verifies records and identification of inmates being released and/or booked. Performs shakedown of inmates and cells as needed on a non-scheduled but regular basis. Supervises work details and monitors progress. Verifies arrest documents before accepting prisoners and must be aware of various grades of offenses. Monitors programs and activities where inmates interact with outside professionals. Assist other agencies with in-house computer systems during booking and with incoming inmates who may be violent. Performs upkeep of fire-life safety equipment. Operates mechanical security devices. Maintains records on activities, incidents, shakedowns and other functions as required. Supervises feeding and hygiene of inmates. Signs for and is held financially accountable for equipment issued. Assists other employees with their duties. Functions as in-house bailiff for justice of the peace/magistrate. Maintains count of inmates and monitors visitation. Enforces rules and regulations of jail and writes reports for disciplinary action charges. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

REQUIREMENTS:

Must be a United States Citizen; 18 years of age or older. High School Diploma or GED. No previous experience required. Good organizational skills; interpersonal skills and ability to deal effectively with the public and other employees; ability to complete assigned projects in a timely manner. Valid Texas Driver's License; Basic Jailer Certification to be obtained within first year of employment. Must be eligible for licensing by TCOLE. Ability to work rotating shifts. Job may require exposure to outdoor weather conditions. Some physical demands include walking, standing, bending and lifting objects up to 30 pounds.

SALARY RANGE: Civilian Services Grade 8/4, \$1,500.00 biweekly (\$18.75 hourly) – Grade 8/16, \$1,981.60 biweekly (\$24.77 hourly) based on qualifications

CLOSING DATE: Upon filling position

PLEASE NOTE: QUALIFIED APPLICANTS WILL BE EMAILED INFORMATION REGARDING THE APPLICATION PROCESS. PLEASE NOTE THE NEW ADDRESS FOR THE FORT BEND COUNTY SHERIFF'S OFFICE PERSONNEL, 1840 RICHMOND PARKWAY, RICHMOND, TX 77469.

For additional information regarding this position, visit the website below:

<http://www.fortbendcountytexas.gov/index.aspx?page=311>

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at www.fortbendcountyjobs.com